

PART 1
Program Development

Chapter 1

Virginia Department of
Transportation Policy

Locally Administered
Projects (LAP) Manual

CHAPTER 1

INTRODUCTION TO LOCALLY ADMINISTERED PROJECT PROCESS

1.1 VDOT POLICY ON LOCALLY ADMINISTERED PROGRAMS AND PROJECTS

Local administration of Virginia Department of Transportation (VDOT) funded projects has become more commonplace in Virginia. VDOT's business plan identifies "the transfer of program delivery to localities, where feasible," as a specific initiative. To promote VDOT's commitment to effective local program delivery and to emphasize this aspect of the business plan, VDOT's commissioner enacted [Department Policy Memoranda \(DPM\) Number 8-7](#) in February 2008 entitled *Delivery of Locally Administered Programs and Projects*. This policy was developed to ensure that VDOT has the appropriate tools in place to ensure a successful program as more local governments assume this responsibility. The policy further emphasizes that the successful delivery of transportation projects is only achieved through an effective partnership between VDOT and localities. Specifically, the policy states:

"VDOT will develop programs and processes that provide local governments the necessary tools to successfully administer transportation programs and that provide consistent requirements so federal and state stewardship and oversight obligations can be met and projects can be implemented in the most efficient and effective manner possible."

This manual has been developed by the VDOT Local Assistance Division (LAD), in consultation with other VDOT policy divisions and district representatives to meet the goals outlined in the commissioner's policy. The purpose of this manual is to provide guidance and direction to all stakeholders, outline federal requirements for those localities choosing to administer federal-aid projects, and

provide guidance to VDOT staff assigned an oversight role for locally administered projects.

The term Local Public Agencies (LPAs) will be used throughout this manual when referring to local governments, to ensure consistency with federal terminology.

1.2 APPLICABILITY

This manual is applicable to any LPA-administered project receiving federal or state aid through VDOT.

The primary focus of this manual is to identify requirements necessary for federal-aid projects, but it will also identify exceptions or modified requirements for projects receiving state aid or receiving funding through special funding programs and those projects administered by LPAs having programmatic agreements to administer their entire construction program.

Many of the legal requirements that local governments must meet for transportation projects funded through VDOT programs are no different than requirements the local governments would need to meet for any other capital outlay project. As such, these requirements are not always detailed in this document.

1.3 AUTHORITY

The Code of Virginia authorizes VDOT to enter into agreements with localities, authorities and transportation districts to delegate the administration of transportation projects. Federal law also authorizes state DOTs to enter into agreements with LPAs to administer federal-aid projects provided certain criteria are met. Any LPA that chooses to take advantage of this opportunity must adhere to applicable state and federal laws, as well as any Commonwealth

Transportation Board (CTB) policies identified as being applicable to locally administered projects.